

How to Submit an ECDEP Seminar Enrollment Request

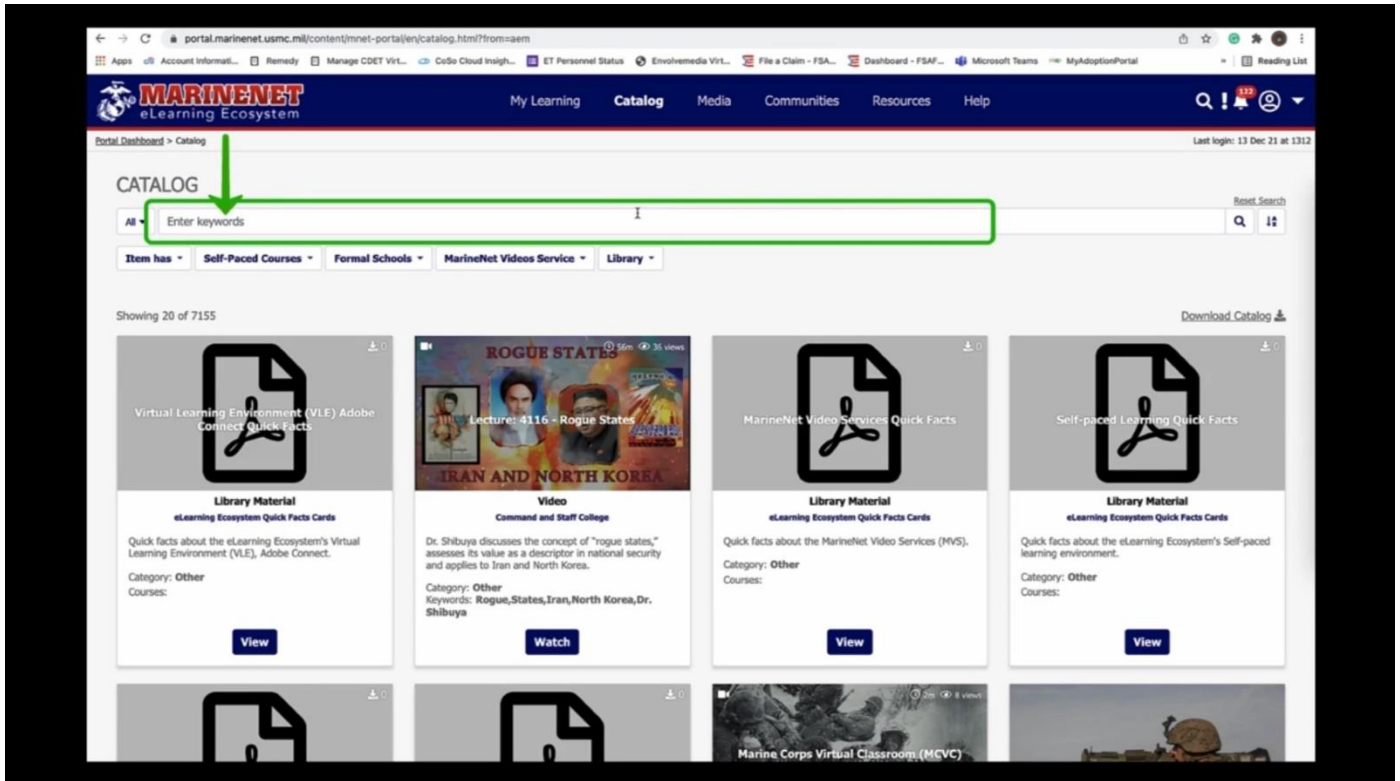
As a student user, you are able to request enrollment in MarineNet for the Enlisted College Seminar Programs such as Sergeants School Seminar (5500), Career School Seminar (6500), and Advanced School Seminar (7500), which are instructor-led Professional Military Education (PME) and equivalent to attending the Enlisted College resident schools. This tutorial will walk you through the process of requesting enrollment in MarineNet for any of these PME seminars. During this process, you must select a PME Region. This will determine where the request is sent and from whom you will receive support.

Enlisted College Seminars require Command approval, via the Unit's Training Manager. Although the Training Manager is the Command representative with the ability to approve or deny in MarineNet, your Commanding Officer and Sergeant Major must approve any enrollment. You are required to submit a Command Screening Checklist (NAVMC 11580) through your chain of command prior to any seminar request approval being granted. Please coordinate with your Command's Sergeant Major prior to submitting your request in MarineNet. Your Training Manager must approve the request in MarineNet before a PME Region can take action.

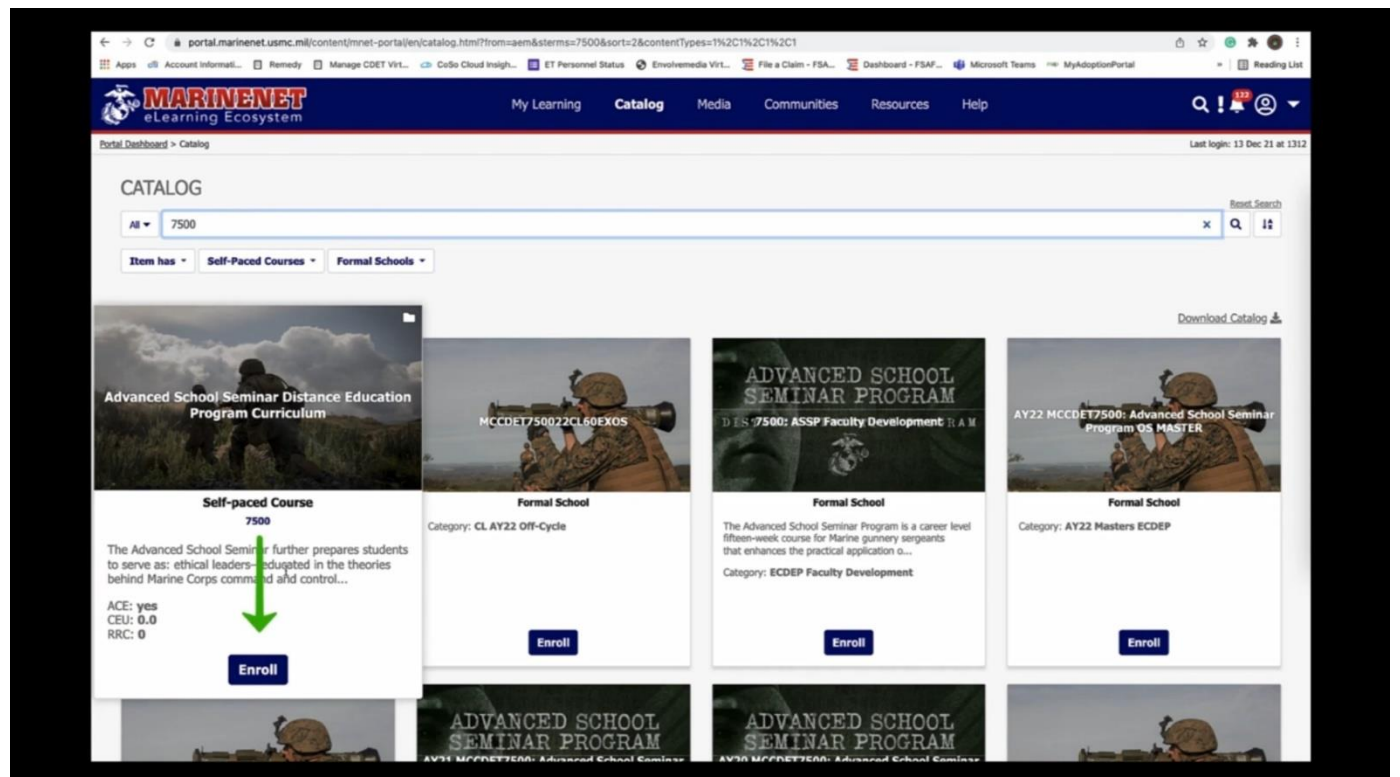
Step 1: To locate a course or curriculum, click on the Catalog link located at the top of any MarineNet page.

The screenshot shows the MarineNet eLearning Ecosystem portal. The top navigation bar includes links for My Learning, Catalog, Media, Communities, Resources, and Help. A green arrow points to the 'Catalog' link. Below the navigation bar, there is a 'December Monthly Maintenance Outage' notice. The main content area features a banner for 'Looking to Earn CEU's in 2022?' and a 'Continuing Education Program is Back' announcement. At the bottom, there are icons for 'Self-Paced Courses', 'Instructor-Led Courses (Moodle)', 'MarineNet Video Services (MVS)', 'Virtual Learning Environment (Connect)', 'Library', and 'Help'. The 'MY SELF-PACED COURSES' section is visible at the bottom left, and a 'See All' link is at the bottom right.

Step 2: Click the search box at the top of the page and enter the name or code of the curriculum and press enter. For ECDEP Seminars, the curriculum codes are 5500, 6500, and 7500.



Step 3: Once the curriculum pulls up, click on the "Enroll" link in the tile.



Step 4: To verify you have the ability to enroll, see the green or red text under the “Eligibility” section.

The screenshot shows the MARINET eLearning Ecosystem interface. The course title is "Advanced School Seminar Distance Education Program Curriculum (7500)". The "Eligibility" section contains the following text: "Approval Required: null Course is a seminar and requires a selected region for the user. Please select a region. Request(s) will be approved by: Training Manager, Regional Coordinator." Below this is a table with the following data:

Type	Curriculum	Target MOS	None
Status	Active	CEUs	0.0
Associated Curriculum	None	ACE Accredited	Yes
		Reserve Retirement Credit	No

To the right of the table, there is a "Request Enrollment" button and a list of "Courses in Curriculum" including "EPME7500AZ Advanced School Seminar". A green arrow points to the "Eligibility" section.

Step 5: Click the “Request Enrollment” button.

This screenshot is identical to the one above, but with a green arrow pointing to the "Request Enrollment" button. The button is located to the right of the "Eligibility" section, below the text "Listed below are the request(s) you must submit to gain enrollment into this course/curriculum." and above the "Courses in Curriculum" list.

Step 6: Complete the "Confirm Preferred Address" section to ensure your diploma will be shipped to the preferred address.

The screenshot shows a web browser window displaying the 'Required Information' form. A green arrow points to the 'Confirm Preferred Address' section. The form contains the following fields:

<input type="radio"/> Primary Address	Country	United States
<input checked="" type="radio"/> Secondary Address (default)	Address 1 *	2076 South St
<input type="radio"/> Custom Address	Address 2	
Note: Secondary address information may be modified and will be applied to the profile's secondary address.		
	City	Quantico
	State *	Virginia
	Zip Code *	22134
	Email	testtestusmcu@usmcu.edu
	Phone	7039873216
	Ext	

Below the address fields is the section 'CONFIRM SEMINAR LOCATION PREFERENCE' with a 'Cancel' button at the bottom right.

Step 7: Complete the "Confirm Seminar Location Preference" section to indicate your preference for the location you want to take the seminar.

The screenshot shows the same 'Required Information' form as in Step 6, but with the 'CONFIRM SEMINAR LOCATION PREFERENCE' section expanded. A green arrow points to this section. The form contains the following fields:

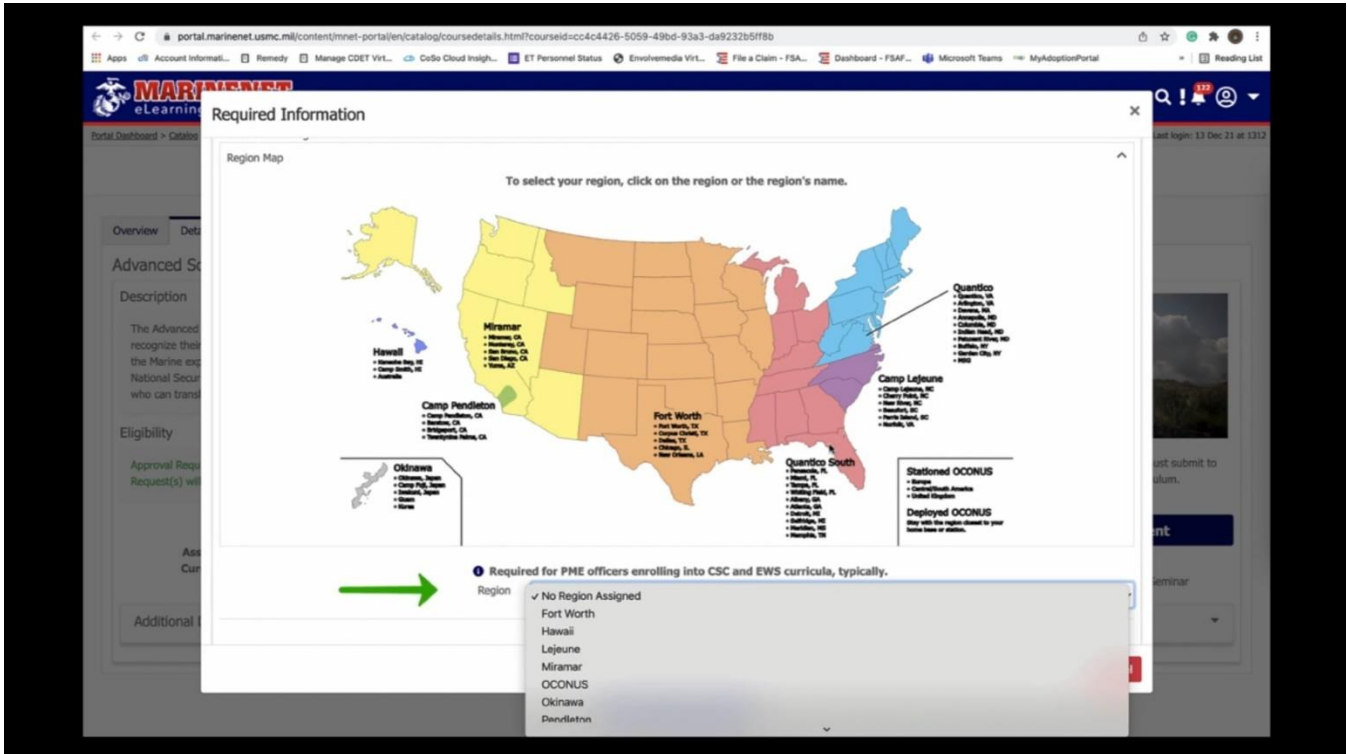
<input type="radio"/> Primary Address	Country	United States
<input checked="" type="radio"/> Secondary Address (default)	Address 1 *	2076 South St
<input type="radio"/> Custom Address	Address 2	
Note: Secondary address information may be modified and will be applied to the profile's secondary address.		
	City	Quantico
	State *	Virginia
	Zip Code *	22134
	Email	testtestusmcu@usmcu.edu
	Phone	7039873216
	Ext	

Below the address fields is the section 'CONFIRM SEMINAR LOCATION PREFERENCE' with three priority selection fields:

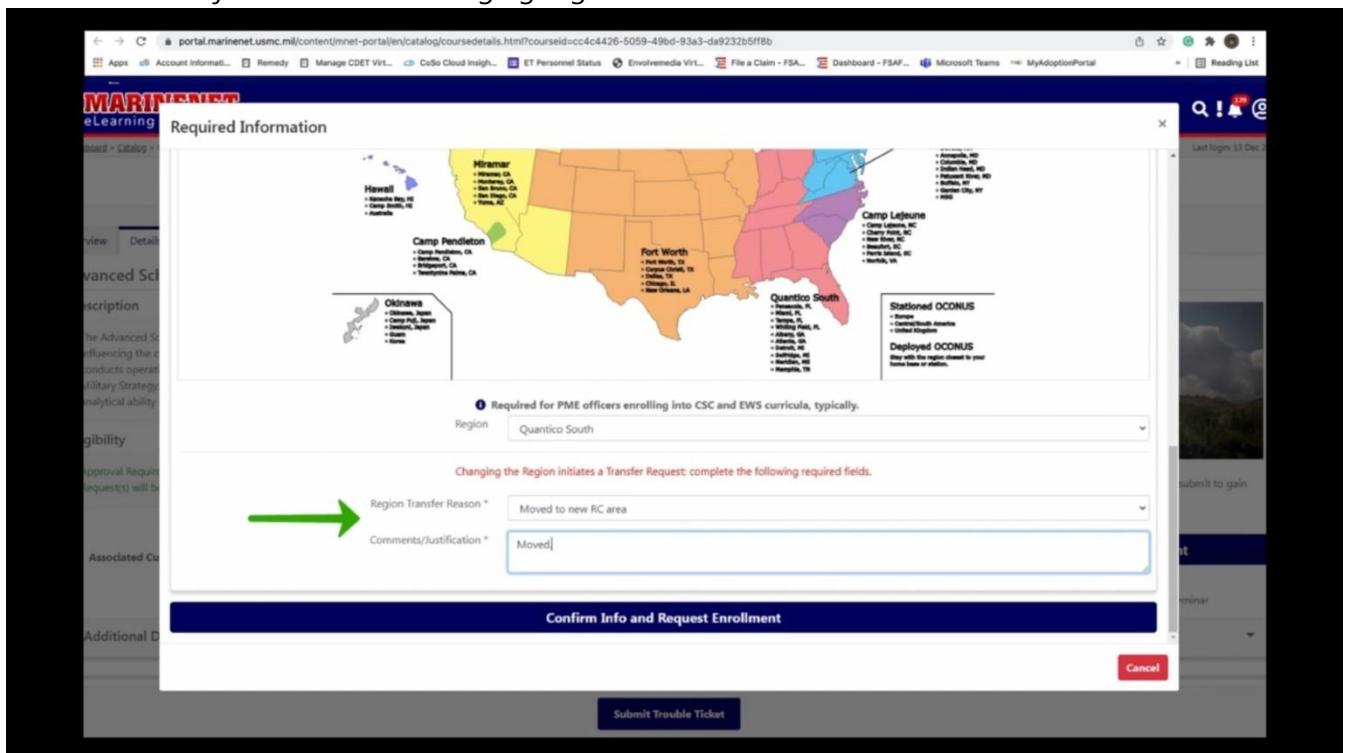
Priority 1 : Priority 2 : Priority 3 :

Below this section is the 'CONFIRM REGION' section with a 'Cancel' button at the bottom right.

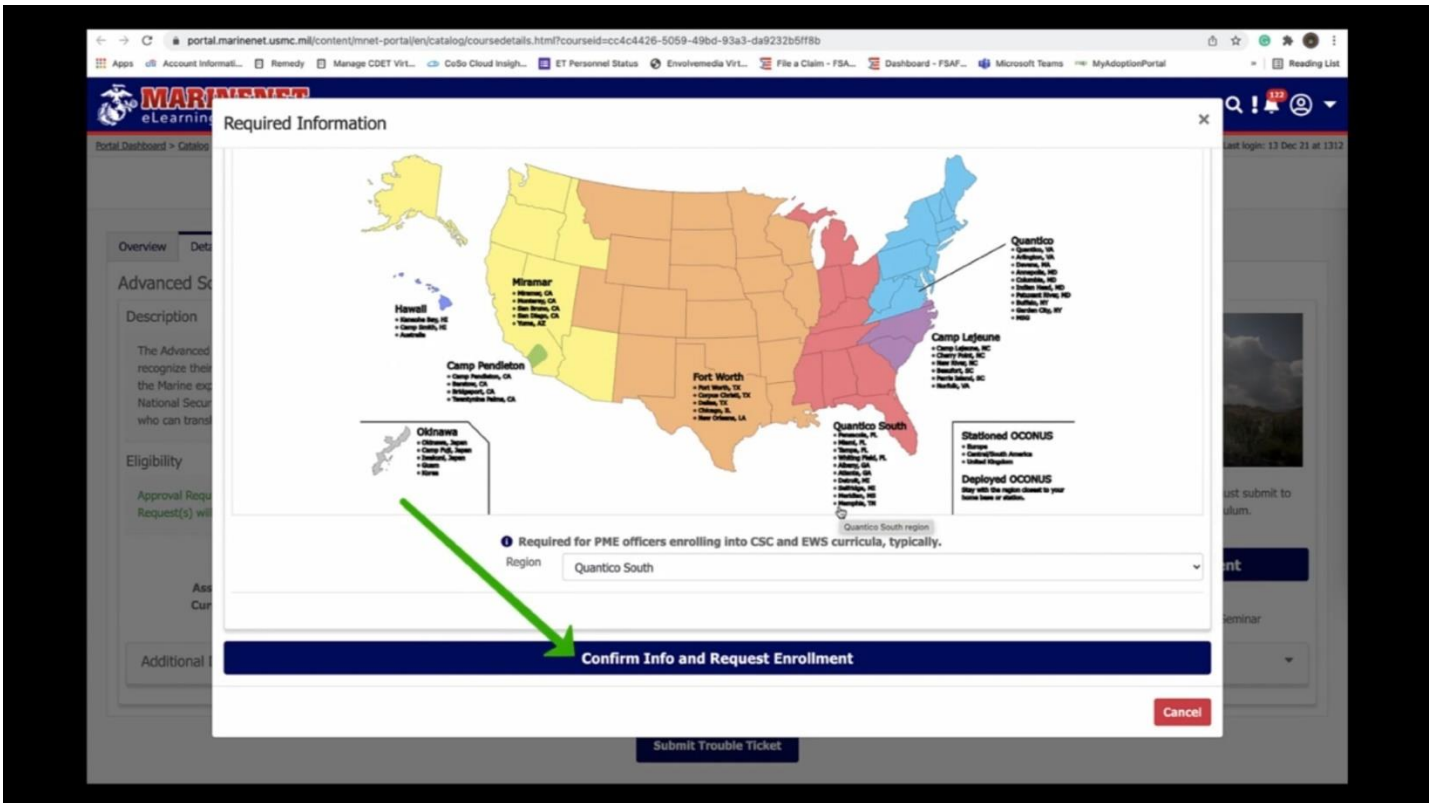
Step 8: Complete the Confirm Region section. To select a PME Region *when you do not presently have one*, select the region closest to your home base or station from the drop down field or click the appropriate location on the map. You will be immediately added as a member of the selected Region.



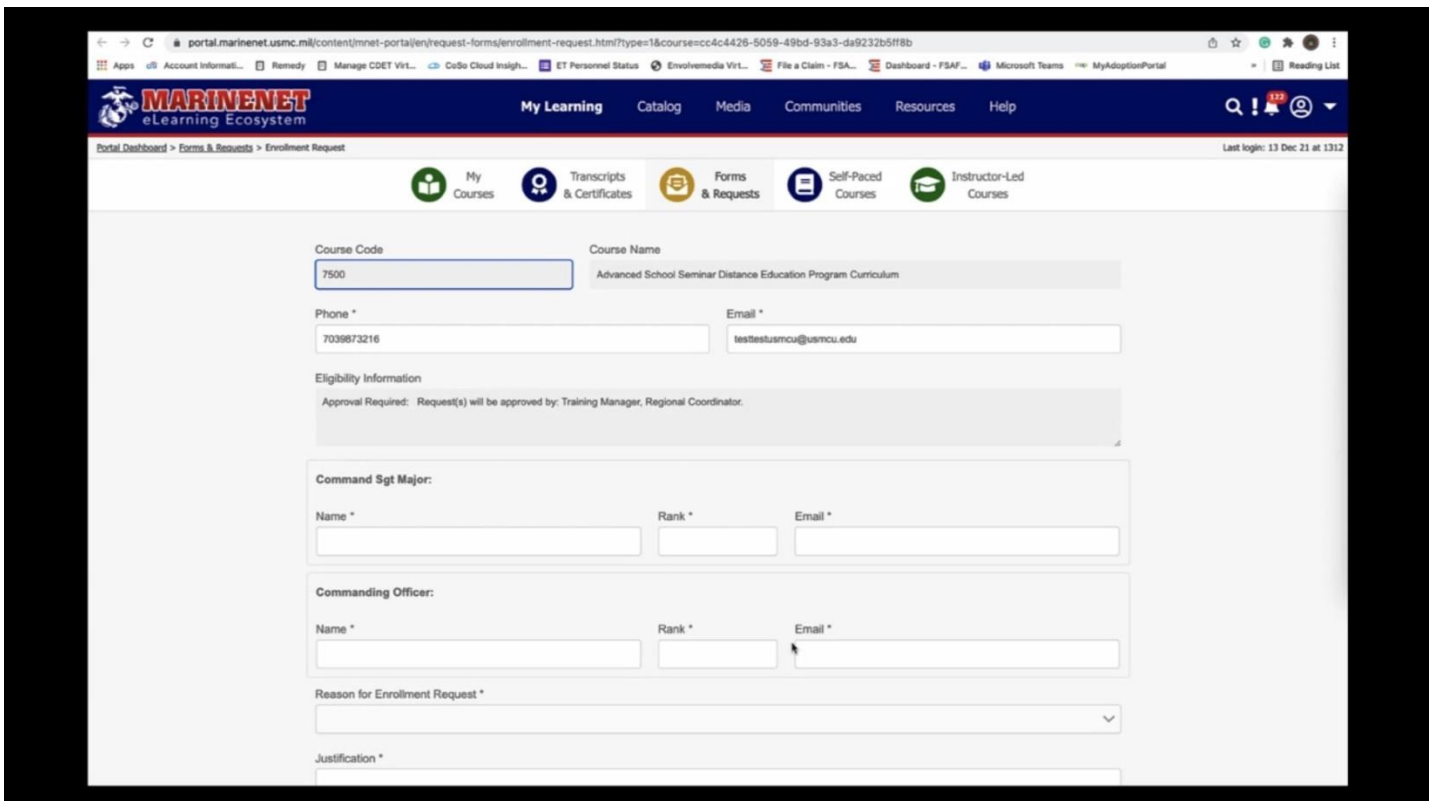
Step 9: If there is a need for you to submit a region transfer request before enrolling, select a new region from the drop down field or the map. A transfer request section will be displayed below the Region selection drop down that will require you to select a Region Transfer Reason and enter in justification for changing regions.



Step 10: Click "Confirm Info and Request Enrollment".



Step 11: Fill in all boxes that have an asterisk and attach any files if needed.



Step 12: Click the submit button when finished. Once your request is submitted, a success message will be displayed and your request will go to your Training Manager as a Pending Course Enrollment for review.

The screenshot shows a web browser window displaying the MARINET eLearning Ecosystem enrollment request form. The browser's address bar shows the URL: `portal.marinet.usmc.mil/content/mnet-portal/en/request-forms/enrollment-request.html?type=1&course=cc4c4426-5059-49bd-93a3-da9232b5ff8b`. The page header includes the MARINET logo and navigation links: My Learning, Catalog, Media, Communities, Resources, and Help. The form itself is titled "Request Form" and contains the following sections:

- Commanding Officer:** Three input fields for Name *, Rank *, and Email *.
- Reason for Enrollment Request *:** A dropdown menu.
- Justification *:** A large text area for providing details.
- File Attachment:** A dashed box containing the text "Click to Attach File." Below this box, a note states: "The File Attachment currently only supports up to 5 files of size 5 MB, with file types: Image, Audio, Video, Text, Pdf, Word, PowerPoint, Excel."
- Submit Button:** A blue button labeled "Submit" with a green arrow pointing to it from the left.

At the bottom of the page, there is a section titled "LINKS AND RESOURCES" with three columns of links:

- Official Links:** USMC Official Website
- Social Media:** USMC Facebook
- Assistance & Help:** Veterans Crisis Line